



Rebecca Grill
City Administrator
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

To: Administration and Finance Committee
From: Rebecca Grill, City Administrator *rg*
Re: Request to Fill Upcoming Vacant Position
Date: Tuesday, December 12, 2017

Per City of West Allis Policy 1110 – Creating, Maintaining and Administering Compensation/Salary Ranges, attached is a request to fill the upcoming vacant position of City Clerk.

Please contact me if you have any questions concerning this request.

RG:jfw
cc: Mayor
HR Dept.

ADM\Vacpos\VACPOSREQ CityClerk.121917



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.



Department/Division: City Clerk Position Title: City Clerk

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 02/09/2018

Person Replaced: Monica Schultz

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 02 / 01 / 2018



Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
Compliance with legislative records and election requirements.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
This position provides oversees the legislative process, licensing and elections for the city

What will be the impacts on service functions to the public if the position is not filled? _____
Errors and inability to provide legislative, licensing and election service delivery in an effective and efficient manner.

What will be the impacts on service to city staff if the position is not filled? _____
Lack of guidance and direction for legislative, licensing and election processes.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
This position is an member of the executive leadership team having specific responsibilities for federal, state and local requirements. Combining with another position will diminish the accuracy and compliance with the requirements.

How has this vacancy/need been covered so far? _____
N/A

How many other similar positions exist in this department? 0.0



Requestor Information

Please Print: Rebecca Grill City Administrator City Clerk
Name Title Department

Signature/Date: Rebecca Grill 12 / 08 / 2018

Attached: Memorandum Current Position Description

CLASS TITLE: City Clerk

DEPARTMENT: City Clerk

CLASSIFICATION and SALARY GRADE: Exempt – Executive Service, Grade N

DEFINITION: The City Clerk plans, manages, oversees, and administers the operations and services of the City Clerk Department, which includes the statutory responsibility of city clerk pursuant to Wis. Stats. 62.09(11)(a), and 3.03 of the City of West Allis Revised Municipal Code. This position includes preparation of the Common Council agenda and minutes, municipal elections, records management, licensing; organizes, supervises, reviews and participates in the work of office support staff; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; ensures compliance with state and federal legislation, court decisions, administrative rulings and related matters; provides responsible and complex staff support to, and serves as a technical resource for, the Mayor, Common Council and City Administrator and other City personnel; performs other related duties as required under general direction of the City Administrator.

EXAMPLES OF DUTIES: Attends all Common Council meetings in capacity as Secretary; refers Council action or requests for information to standing committees, boards, commissions and City departments; records and certifies all actions of the Common Council; administers Legislative Information Center; provides administrative support to the License & Health Committee, Advisory Committee, Committee of the Whole; provides administrative and statutorily-required support to the Board of Review and Administrative Appeals Review Board; provides administrative support to the Ethics Board and manages economic interest statements, oaths for City officials and ethics policy statement drafts; prepares Common Council agendas and minutes; oversees records management and licensing; coordinates activities with other City officials, departments, outside agencies, organizations and the public; ensures compliance with state and federal legislation, court decisions, administrative rulings and related matters; serves as a technical resource and provides responsible and complex staff support to the Mayor, Common Council, City Administrator and other City personnel; coordinates codification of the Municipal Code; responds to open records requests; receives claims and other filings against the City and on behalf of the City; manages the printed and electronic municipal codes including oversight of revisions and distribution of supplements; schedules public hearings including notification of interested or covered parties; supervises preparation, printing, posting, distribution and publication of Council agendas and minutes and manages legal notice publications; serves as Chairperson on the Municipal Board of Canvassers; coordinates redistricting process; serves as custodian of the Corporate Seal, official City records and papers; provides notary public service for City purposes; signs checks, bonds and contracts issued by the City, as required; prepares budget for the City Clerk's Office and Election Commission; supervises the processing and issuance of licenses and administers licensing module; hires, trains and supervises Clerk's Office staff, voting equipment technicians, election inspectors, special voting deputies and special registration deputies; conducts surveys and research projects; manages website information for the Clerk's Office, City government, and legislative information center.

Acts as Election Commission for the City with total responsibility for facilitating the entire municipal election process including, but not limited to, voter registration, absentee voting, WisVote administration, election inspector and special voting deputy management, trains and advises all election-related aspects, responds to the public and media, monitors deadlines, campaign finance, prepares numerous reports, voter data compilation, polling place management, signage, oversight of voting equipment, manages recounts, proofreads and approves ballots used in the City, approves ballot access for local offices, conducts the municipal canvass, issues certificates of election to local officials, administers oaths of office, plans and participates in the inauguration ceremony, manages caucus for the Common Council President, public outreach, routes materials with the Milwaukee County Election Commission, publishes required notices, records management, equips and supplies the polling places, pays invoices, responds to complaints, manages post-election audits, and monitors and implements election law changes.

The City Clerk recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN, and innovation; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; maintains the ability to lawfully operate a designated motor vehicle at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction; performs other related duties as required under general direction of the City Administrator.

MINIMUM QUALIFICATIONS:

The City Clerk must be able to work outside of regular office hours, including the first and third Tuesday nights for Common Council meeting attendance and various dates for election administration. This position requires emotional intelligence, work ethic, accountability, and initiative to effectively perform the duties.

Education, Training and Experience:

Bachelor's Degree from an accredited college or university in business administration, public administration, business law or related field.

Certification as a Municipal Clerk or Master Municipal Clerk.

Six (6) years of recent paid supervisory work experience in office administration and management including four (4) years in the public sector, preferably as Municipal Clerk or Deputy Clerk; OR an equivalent combination of recent paid work experience and training which would provide the knowledge, skills and abilities necessary to perform the duties and responsibilities of this position.

Direct experience in administering and conducting elections in the State of Wisconsin is highly desirable.

Experience with Granicus/Legistar desirable.

Proficient in the use of modern office equipment and software applications including, but not limited to, Windows and Microsoft Office (Word, Excel, Outlook, Calendaring, Access, Power Point), WisVote and Adobe Acrobat. Knowledge of Fortis desirable.

Licenses and Certifications:

Bondable.

Notary Public within sixty (60) days of hire.

Member of the Wisconsin Municipal Clerk Association desirable.

Possession of a valid Wisconsin Driver's license and good driving record per City policy.

Completion of the National Incident Management System's (NIMS) ICS 100 & 200 and IS 700 & 800 within six (6) months of employment.

Completion of CVMIC's Certificate in Supervision or Management, or equivalent coursework, at the discretion of the City Administrator.

Knowledge, Skills and Abilities:

Extensive knowledge of federal laws, State Statutes, local ordinances, and other legal provisions relating to Clerk's Office functions and the City Council; comprehensive knowledge of election and licensing procedures and public records and open meetings law; ability to adapt and learn procedures/laws; ability to read, interpret, explain, and make responsible independent judgements and decisions in accordance with

applicable laws, City policies, ordinances, resolutions, and procedures; knowledge and ability to perform general management functions relating to planning, budgeting, and leading a department; knowledge of organizational sensitivity regarding complex relationships with other City Departments and external organizations; considerable ability to plan, assign, and supervise the work of others; ability to delegate work effectively, monitor employee output, and tactfully address performance issues; ability to communicate information clearly and concisely; ability to establish and maintain an effective and comprehensive records management system; ability to operate equipment necessary for City Council meetings; ability to train, educate, mentor, and motivate employees; skill in fostering an environment where staff strives to improve and streamline current practices; ability to adapt to a continually evolving environment, supporting a data-driven and deadline-oriented workplace; ability to set, implement, and achieve departmental goals consistent with the City's Strategic Plan and Goals; ability to work well under pressure, meet deadlines regularly, manage multiple assignments, and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention; skill in setting priorities and using organization and problem-solving skills which support and enable sound decision-making; commitment to ongoing professional development and continuous learning; high ethical standards; ability to maintain the confidentiality of records; ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy, including, but not limited to, supervisors, employees, and the public; demonstrated ability to promote innovation, operational excellence, and continuous improvement.

Physical Demands:

Possess the physical capacity to perform the duties of the position including, but not limited to, frequent sitting, standing, and walking; frequent pushing/pulling/lifting/carrying up to 20 lbs.; occasional lifting up to 50 lbs.; occasional entering and exiting of a personal vehicle; continuous arching of neck; ability to occasionally bend, kneel, twist, stoop, squat, reach, push, pull, climb, etc.; occasional driving in variable and unfavorable weather conditions; and the ability to continuously focus for long periods of time on projects or while working on computers.

Reference Chart:

Activity Frequencies	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 – 33% of workday

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

c 12/2017

Approved _____
Department Head

Date

Approved _____
Employee

Date